

Hemblington Primary School



Medicines in School Policy

Date Reviewed: November 2021

Next Review Date: November 2022

Policy for Medicines in School

Many children will, at some time, have short-term medical needs, perhaps entailing the finishing off of a course of medicine such as antibiotics. Some children may require medicines on a long-term basis, such as those with well-controlled asthma or epilepsy. These children are usually able to attend school regularly, and take part in normal school activities. Individual care plans are drawn up with the help of the school nursing service where required. This policy seeks to explain how Hemblington Primary School can support children with medical needs within school.

Prescribed Medicines

Medicines should only be brought into school when essential: that is, where it would be detrimental to a child's health if the medicine were not administered during the school day.

Medicines should only be administered in school if they are on prescription from a doctor, dentist, nurse or pharmacist prescriber. These medicines should be provided to the school in the original container with the prescriber's instructions for administration and dosage. We would expect that in sending medicine to school, parents/carers would either be following the advice of a doctor in deciding that a child who is completing a course of treatment (eg antibiotics) is well enough for school, or that the medicine is for the treatment of a long term condition such as asthma or epilepsy. In either case, parents/carers are welcome to come into school to administer the dose themselves. In all cases, written permission on the appropriate forms must be given.

Non-Prescription Medicines

Staff cannot give children non-prescribed medicines unless there is prior written permission from a parent/carer. We cannot hold non-prescription medicines for administration when a child feels unexpectedly unwell (eg has a headache or toothache). We are only able to administer non-prescription medicines such as analgesics (pain relief) for specific, pre-notified situations (such as pain after tooth extraction). In such cases, written permission on the appropriate forms will be needed, and only a single dose should be sent each day.

Long-term medical needs

If a child has long term medical needs, the school will seek the advice of the school nursing service in drawing up a care plan. This will include information relevant to the care of the child concerned.

Administering Medicines

1. All Medicines should be clearly labelled with the child's name; the first dose should be accompanied by the 'Parental/Headteacher agreement for schools to administer medicine' (see attached form). This states that it is necessary for the medicine to be taken in school hours and a request is being made for the school to administer it. The note should give clear instructions about the dose required. **No child under 16 can be given medicines without their parent/carer's written consent.** In the case of prescribed medicines such as antibiotics, the school will administer them if they are required 4 times a day or if there are very strict time constraints in the instructions.
2. In the case of inhalers for asthma sufferers, one set of equipment should be sent into school and another at home to avoid the problem of forgetting to bring it in or take it home.
3. The medicine should be given to the school's secretary, and should be taken only under supervision. A written record of medicines taken will be kept.
4. Children should 'self administer' medicines under the supervision of an adult at the school wherever this possible. In the case of analgesics such as Calpol, (required for pain relief in a specific requested situation), single dose sachets should be used so that self administration is possible
5. Medicines should not be sent to be used 'where necessary' when requested by the child (eg for headache). Written consent is required for the administration of all medicines.
6. Parents of children who require the school to keep prophylactic medicines (such as epi-pens and asthma inhalers) are responsible for ensuring that medicines remain 'in date'.
7. If a child refuses medication, the staff should not force them to take it, but should make a note in the records regarding the refusal. Parents/carers will be informed on the same day.
8. Where there is a need to administer controlled drugs (eg Ritalin), the required dose must be brought into school daily, and will be stored in a secure location until required.

9. It must be clearly understood that, whilst every effort is made to comply with requests that fall into the categories above, the distractions of a busy school day may lead to an oversight and there can be no guarantees that medicines sent in will be administered in school. If the timing of administration is vital, parents/carers should make arrangements to come into school to administer medicines.

All medicines are stored in the school office or staffroom fridge. Care plans for individual children with long term conditions are available with medicines. For children who may need to use an epi-pen, there is a care plan posted in the staff room with instructions for action, if required. All staff are aware of these instructions.

There is no legal obligation that requires staff to administer medicines, but the school seeks to ensure all children who are able to attend school – including those who may need medication – can do so. To this end, staff are trained to administer medicines in accordance with the schedule above.

The person administering medicine to a child must check the name of child, name of medicine, dose, method of administration, time of administration and expiry date of medicine. The Record of Medicines Administered must be completed. In most cases, this will be Mrs Hubbard, the member of staff responsible for recording medical conditions of pupils.

Sporting Activities

Where children need to take precautionary measures before or during exercise (eg use of inhalers), staff supervising such activities should be aware of relevant medical needs and, if necessary, carry out risk assessments.

Educational Visits

We encourage children with medical needs to participate in educational visits where it is safe for them to do so. Where children need to take medicines that are normally administered at home, parents/carers should send full written instructions for administration along with the medicines in their original containers. All medicines must be labelled with the child's name. The administration of all medicines is recorded on a visit sheet. Where necessary, detailed discussion between the parent/carer and the visit leader will take place; if a child has a care plan, a copy of this will be taken on the visit.

The school seeks to facilitate all children attending school for the maximum number of days possible in the school year, but parents/carers should be clear that children who are ill should not be sent to school. This includes children with temperatures controlled by analgesics and those who have only just begun medication with antibiotics. This policy addresses the management of children who are – fundamentally – well, but who have specific long or short-term medical needs.

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Covid-19

During the current pandemic, the information in this document may be superseded by government guidance and the school's Covid-19 risk assessments.

This policy was agreed by Governors:

Signed:

Miss Kendra Collier (Headteacher) 10.11.21 *Kendra Collier*
Mr Peter Lambie (Chair of Governors) 10.11.21 *Peter Lambie*

Next Review date: 11/10/22